

## Lab 7.1.2: Assigning Permissions in Windows 2000

**Estimated time:** 30 Minutes

### Objective

In this exercise, you will learn how to assign NTFS permissions to folders.

### Equipment

The following equipment is required for this exercise:

- A computer running Windows 2000 formatted with NTFS

### Scenario

Your boss needs you to create a folder structure and assign permissions to the folders.

### Procedures

The ability to manage folders and assign access rights is an important capability of operating systems. This capability helps ensure data integrity by defining the level of user access.

#### Step 1

Some setup is required in order to complete this lab. First, create a folder and name it Chemistry. Within the Chemistry folder create an Experiments and a Laboratory Folder. Within the Chemistry\Experiments folder create a Week3 folder. The LocalUser1 and LocalUser2 user accounts should already be created. In the first part of the lab, assign permissions to folders based on these folders, users, and groups that are created. In the second part of the lab, log on to the system as one of the users and test these NTFS permissions.

The following table shows the final structure that will be created.

Folder Name and Path	Groups	Permissions
Chemistry	Users group	Read & Execute
	Administrators Group	Full Control
Chemistry\Experiments	Users group	Read & Execute
	Administrators Group	Full Control
Chemistry\Experiments\Week3	Users group	Read & Execute
	Administrators Group	Full Control
	LocalUser2	Modify
Chemistry\Laboratory	Users group	Read & Execute
	Administrators Group	Full Control

## Step 2

Log on with the administrator account or with an account that has administrator rights and navigate to the folders that were created according to the scenario.

When you get to your folders, right-click the folder that you want to modify permissions on, and then click Properties. The Properties box should be displayed for the folder with the "General" tab view.

Click on the **Security** tab

## Step 3

Next click the **Add** button to add permissions to user accounts or groups. The **Add** button window will display the Select Users, Computers, or Groups window. Verify the correct computer name is entered.

In the name box, you need to select the name of one of the user accounts or groups that was listed in the scenario, and then click the **Add** button. You will need to repeat this process for each user account and group that is listed for the appropriate folder in the previously mentioned table.

## Step 4

Click **OK** when finished. The Properties dialog box for the folder will re-display.

If the Properties box contains user accounts and groups that are not listed in the scenario you need to remove them by selecting them and then click remove.

## Step 5

This step will specify the permissions for the folders in the scenario. For all user accounts and groups that are listed for the folder in the scenario, under "Name", select the user account or group that corresponds to the folder, and then under "Permissions", select the **Allow** boxes or the **Deny** boxes next to the appropriate permissions that are listed for that folder in the scenario.

Click **OK** to save your changes and close the Properties box.

Repeat this procedure and continue to assign permissions for each folder listed in the scenario.

Close all the boxes and log off Windows.

## Step 6

Log on as LocalUser and navigate to the Chemistry\Experiments\Week3 folder. Try to create a file in the Week 3 folder.

Were you able to create this file? \_\_\_\_\_

Log off Windows and log back on as LocalUser2, then navigate to the Chemistry\Experiments\Week 3 folder. Try to create a file in the Week 3 folder

Were you able to create this file? \_\_\_\_\_

Log off Windows and log back on as Administrator, and then navigate to the Chemistry\Experiments folder. Try to create a file in the Experiments folder

Were you able to create this file? \_\_\_\_\_

Log off Windows and log back on as LocalUser, then navigate to the Chemistry\Experiments folder. Try to create a file in the Experiments folder.

Were you able to create this file? \_\_\_\_\_

Log off Windows and log back in a Local User2, then navigate back to the Chemistry\Experiments folder. Try to create a file in the Experiments folder.

Were you able to create this file? \_\_\_\_\_

### **Troubleshooting**

Assigning NTFS permissions can be a confusing task when dealing with large amounts of data that can be spread out over large volumes. It is a good idea to keep the process as simple as possible. When a drive or volume is formatted with NTFS, the Full Control permission is assigned to the "Everyone" group. Change this default permission and assign other appropriate NTFS permissions to control access to the folders and files on the network.

### **Reflection**

Why would you use permissions on a computer?

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